WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT
Division of Economic Support
Bureau of Work Support Programs

TO: **Economic Support Supervisors**
        Economic Support Lead Workers
        Training Staff
        Child Care Coordinators
        W-2 Agencies

FROM: Stephen M. Dow
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BWSP OPERATIONS MEMO
No.:   00-85
File: 1180.1
Date: 11/14/2000
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Non W-2 [X]   W-2 [X]   CC [X]
PRIORITY: Medium

SUBJECT: **BWSP OPERATIONS MEMOS ON WORKWEB & PARTNER PAGE**

EFFECTIVE DATE: Immediately

PURPOSE

This memo provides information about:

1. The addition of the BWSP Operations Memos on the Workweb (Intranet) for access by internal DWD staff, and on the Partner Page (Extranet) for access by DWD partner staff.

2. The location and steps in accessing the memos.

BACKGROUND

The Operations Memos are now available to DWD and partner agency staff in online versions.

Having online access should permit you to:

- get the information more quickly,
- reduce the time necessary to share the information with staff in your agency who need it,
- reduce the number of paper copies you produce and/or maintain,
- and make use of automated search features.

The individual memos and an index are in portable document format (PDF). This should permit you to print the documents with the least compatibility problems.

ACCESS PROCEDURES

Although there is only one site at which the Operations Memos exist, that site is gotten to by different routines. The routine for persons who work in DWD is referred to as the "Intranet" version; for all others, the routine is the "Extranet" version. Although both versions make use of the Internet (World Wide Web), they are within security (firewall) systems that limit access to those persons with approved passwords.

EXTRANET ROUTINE

1. In your Internet browser, go to the DWD Home Page:

    http://www.dwd.state.wi.us/

2. On the Home Page, under "Information", click on "Staff/Partners".

    http://www.dwd.state.wi.us/dwd/staffpartner.htm

3. On the "Information for Staff and Partners" page, under "Partners", click on "DWD Extranet".

4. This action will bring up a window asking for your "User Name" and "Password". Enter that data. If passed, you will go to the "DWD Workweb".

    http://workweb.dwd.state.wi.us/

5. On the "Welcome to the DWD Workweb" page, click on the DES icon.

    http://workweb.dwd.state.wi.us/des/

6. On the Division of Economic Support page, in the lower right corner, click on "BWSP Operation Memos"

    http://workweb/des/opsmemo/index_2000.htm

INTRANET ROUTINE

For DWD staff, follow these steps.

1. Go to the DWD Workweb home page.

    http://dwdworkweb/

2. On the Workweb page, click on the DES icon.

    http://dwdworkweb/des/

3. On the Division of Economic Support page, in the lower right corner, click on "BWSP Operation Memos".

    http://dwdworkweb/des/opsmemo/index_2000.htm

USING THE ONLINE FILE

Entering the BWSP Operations Memo page will provide you with an index of the memos by year. At this point, 1999 and 2000 memos are included. The year you are in will by the year in the upper left corner not underlined. If you wish to go to another year, click on the underlined (hyperlink) year.

While in the index, press the [CONTROL] and [F] keys simultaneously to enable a search-by-word function.

Each individual memo on the index is a hyperlink. If you wish to view a memo, click on the memo number and that memo will appear. To return to the index from a memo, click on the browser's "BACK" button.

Although only 1999 and 2000 memos and indexes are included, we are working to have earlier year's versions added.

ADOBE READER

You will need Adobe Reader to view the PDF versions of the memos. That is free software available from Adobe.

ACCESS

If you do not have but need access to the online Operations Memos, contact your agency security officer to request access and password.

CONTACT

DES CARES & Policy Call Center   Email: carpolcc@dwd.state.wi.us
                                                                Telephone: (608) 261-6317 (Option #1)
                                                                Fax: (608) 266-8358

    Note: Email contacts are preferred. Thank you.

DWD/DES/BWSP/WPS